

**Michigan Department of Education**  
**Office of Special Education and Early Intervention Services**

**Pupil Transportation Security Access**

School District Code: \_\_\_\_\_

School District Name: \_\_\_\_\_

**Step 1** Name of the designated individual who is authorized to use the MDE pupil transportation system to report data and assign internal security.

Name (type or print)	Title
Email address	Phone number

**Step 2** Access the Internet and go to the following URL: <http://www.meis.mde.state.mi.us/>

**Step 3** Click on the **USER MANAGEMENT** link. There you will be instructed on how to create a new account.

**Step 4** Once a MEIS account number is obtained, please enter the following requested information:

Designee's MEIS Account: \_\_\_\_\_

**Step 5** For the designated individual:

☐ Read Only                      ☐ Edit/Update                      ☐ Intermediate School District Administrator

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I further understand that by reporting data via the Internet, I am certifying that the data reported is correct. All information I obtain from the pupil transportation system shall be used only in the proper conduct of my organization's business.

☐ New Designee                      ☐ Replacement Designee                      ☐ Close MEIS Account: \_\_\_\_\_

\_\_\_\_\_  
Signature of Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Maiden Name (for identification purposes only)

**Step 6** For the Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to submit pupil transportation information and data to the MDE.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Superintendent/Chief Operating Officer or Designee

\_\_\_\_\_  
Date

**Step 7** Mail or fax this form to:

**Ms. Linda Van Horn**  
**Michigan Department of Education**  
**Office of Special Education and Early Intervention Services**  
**P.O. Box 30008**  
**Lansing, Michigan 48909**  
**Fax: (517) 241-3690**  
**Email: [vanhornll@michigan.gov](mailto:vanhornll@michigan.gov)**